

(a) In the personnel officer's or personnel officer's designee's judgment the number of applicants for the position is so great that it would be unmanageable to interview all applicants possessing the minimum qualifications. In such cases, the applicants selected for interview or further consideration may be limited to those who, in the judgment of the City Manager, or City Manager's designee, possess the qualifications that best fit the needs of the City or the affected department.

#### Section 7.6 Notice of Rejection

Whenever an application is rejected, notice of such rejection with a statement of reason shall be mailed to the applicant by the City Manager or City Manager's designee.

#### Section 7.7 Defective Applications

Defective applications may be returned to the applicant with notice to amend the same, at the discretion of the personnel officer or personnel officer's designee.

### Section 8. Examinations

#### Section 8.1 Nature and Type of Examinations

(a) The selection techniques used in the examination process shall be impartial, of a practical nature, and shall relate to those subjects which, in the opinion of the City Manager or the Manager's designee, fairly measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed.

(b) Examinations may consist of such recognized personnel selection techniques as achievement tests, aptitude tests, evaluation of personality and background through personal interviews, performance tests, evaluation of daily work performance, work samples, or physical agility tests, or any combination of them.

#### Section 8.2 Promotional Examination

Promotional examinations may be conducted whenever, in the opinion of the City Manager, the needs of the service require. Promotional examinations may include any of the selection techniques mentioned in Section 8.1, or any combination of them. Promotional examinations may also include evaluation of prior City service and accomplishments in special training courses. Any employee who meets the requirements set forth in the promotional examination announcements may compete in the promotional examinations process.

#### Section 8.3 Conduct of Examinations

(a) The City Manager shall determine the manner and methods by which and persons by whom examinations shall be prepared and administered.

(b) The City Council may contract with any competent agency or individual for the performance of preparation and administration duties for examinations. In the absence of such a contract, the Human Resources Division shall perform such duties.

#### Section 8.4 Scoring Examinations and Qualifying Scores

(a) A candidate's score in a given examination shall be the average of candidate's scores on each competitive part of the examination, weighted as

determined by the personnel officer. Failure in one part of the examination may be grounds for declaring such applicant as failing in the entire examination, or as disqualified for subsequent parts of an examination.

(b) The personnel officer may, at the Officer's discretion, include as part of the examination tests which are qualifying only.

#### Section 8.5 Notification of Examination Results and Review of Papers

(a) Each candidate in an examination shall be given written notice of the results thereof, and if successful, of the candidate's final earned score and placement on the employment list.

(b) Any candidate shall have the right to inspect the candidate's own examination paper according to the rules of the Human Resources Division. Any error in computation, if called to the attention of the personnel clerk within one month after the date of mailing of notices, shall be corrected. Such corrections shall not, however, invalidate appointments previously made.

#### Section 8.6 Veterans Preference

No veterans preference shall be allowed for examinations for positions within the classifications set forth in Appendix "A" of this Memorandum of Understanding.

### Section 9. Appointments

#### Section 9.1 Sources of Appointments to Fill Vacancies

(a) Whenever the City Manager determines that a vacancy in a class described in Appendix "A" of this Memorandum of Understanding is to be filled, it shall